

PACMIRS, Camp Ritchie, Md.

GBB:mm

23 November 1945

SUBJECT: Documents from Japan

TO : Coordinator, Washington Document Center,  
4th Floor, Steuart Building,  
5th and K Streets, N.W.,  
Washington, D.C.

THROUGH:  MIS

1. The following extracts from a letter received today are forwarded to you to explain the numbering system being used by WDC (Adv):

" I should like to explain the procedure which, based on several days' experience at one of the largest and most fruitful document sites, KOKUBUNJI, seems most feasible and practicable.

1. Documents are being screened for evacuation at site.

2. Numbers are written on documents and corresponding numbers with identification of documents by subject matter and date of publication are listed on Shipping Advices.

3. Shipping Advices will be numbered, one copy will accompany documents, one copy sent to WDC(Adv) for Information File and dissemination to local agencies, WDC, Washington, and PACMIRS.

4. Shipping Advices in each case will show the source of the document. Rather than numbering all documents evacuated to Washington from Japan sequentially, document can be identified as Kokubunji/or Narashino 10. The Shipping Advice will appear as follows:

Shipping Advice #1

Document evacuated from KOKUBUNJI, 1st Army Experimental Station.

#1. Set of Blueprints on German-Gerlich Anti-tank Gun, dated August 1942, issued by German Army Ordnance Bureau.

issued by Army Ordnance Experimental Station.

etc.

5. Documents are being crated and crates marked for shipment at KOKUBUNJI. Lumber, crates, and necessary materials are on the spot. Crates will be moved to YOKOSUKA by trucks furnished by the unit of 1st Cav Div occupying site.

The above procedure was forced on us by various circumstances:

a. Because of paucity of storage space in NYK Building, Col Mashbir recommended direct evacuation.

b. Paucity of typists in the field makes it necessary to reduce typing and clerical work to a minimum. Form #1 will be filled out when clerical assistance, equipment and physical circumstances allow.

c. KOKUBUNJI presents a special problem in that a great number of documents are there and in that a degree of urgency exists in their evacuation. The unit occupying the site is anxious to be relieved of the responsibility of standing security and 8th Army wants to turn over the installation to the Japanese Home Ministry. Latter has been successfully postponed. However, the sooner the documents get out, the more certain we shall be of a reasonably good selection.

d. Transportation presents a problem which will not be solved easily. We can get trucks to evacuate documents from site to port, but if documents are to be brought to the NYK and then evacuated to port, it will require a staff of procurers and vest pocket business men to scare up the 2½ tonners.

I understand that for the present WDC will still attach document slips to each document it processes; it will however show source of document and the number we put upon it at the document site".

Captain, CAC  
Acting Chief, PACMIRS

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